



# User Guide for DESE K-12 Health Safety Supply/PPE Program

## DESE K-12 Health Safety Supply/PPE Program

**UPDATED:** November 17, 2020

<b>Program #:</b>	DESE K-12 Health Safety Supply/PPE Program
<b>MMARS MA #:</b>	Please refer to <a href="#">Instructions for MMARS Users</a>
<b>Current Program Term:</b>	July 1, 2020 – June 30, 2021
<b>Maximum Program Term:</b>	The program will continue for the duration of the COVID-19 pandemic as determined by the Department of Elementary and Secondary Education (DESE)
<b>Program Manager:</b>	Cameron O'Brien, (617) 720-3125, <a href="mailto:Cameron.E.OBrien@mass.gov">Cameron.E.OBrien@mass.gov</a>
<b>UNSPSC Codes:</b>	46-18-00 Personal Safety and Protection; 46-18-15 Safety Apparel; 46-18-17 Face and Head Protection.
<b>Notes:</b>	This program is set up pursuant to the DESE Guidance on Required Safety Supplies for Re-Opening Schools.

\*The asterisk is required when referencing the program in the Massachusetts Management Accounting Reporting System (MMARS).

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## Program Summary

This statewide program is set up to assist the integration of K-12 back to school operations with the Commonwealth's overall multiphase reopening plan in response to the COVID19 epidemic. Pursuant to the DESE Guidance on Required Safety Supplies for Re-Opening Schools<sup>1</sup> the program provides for the acquisition of required key safety supplies by granting access to OSD's statewide contracts and statewide vendors that are able to respond to the K-12 demand.

## Product Description

In line with the DESE's Guidance of June 2020 this program provides access to the products listed below:

- Disposable Masks
- Disposable Nitrile Gloves
- Disposable Gowns
- Eye Protection
- Face Shields
- Waste Disposal Medium
- N-95 Ventilating Masks/KN-95 Masks
- Hand Sanitizer
- Disinfecting Wipes
- Related safety/PPE products

## Helpful information on product description and usage:

### Supplying Disinfectant and Sanitizer Products

If you are purchasing disinfectants and hand sanitizers for use against COVID-19, make sure that all products meet the guidelines established by the EPA and the CDC:

- Disinfectants: should be on the EPA's List N: Disinfectants for Use Against SARS-CoV-2 AND registered by the Massachusetts Pesticide Board Subcommittee
- Hand Sanitizers: The CDC Hand Hygiene Recommendations cite at least 60% alcohol based hand sanitizer if soap and water are not available. For healthcare, refer to the CDC's Hand Hygiene in Healthcare Settings for more information.

### Safety:

It is against state and federal law to use disinfectants in a manner that is not intended by the instructions on the label (for example, wide area spraying of a chemical that is not specified for use in this way). The use of

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<sup>1</sup> For more information please visit <https://www.mass.gov/doc/dese-fall-reopening-guidance/download>. The Guidance can also be accessed at <https://boston.cbslocal.com/wp-content/uploads/sites/3859903/2020/06/Guidance-on-Required-Safety-Supplies-for-Re-Opening-Schools.pdf>.

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disinfectants does not require a license in Massachusetts, but purchasers should review OSHA guidance and standards, and ensure the individuals using disinfectants are aware of the guidance.

## Benefits and Cost Savings

This program provides access to statewide contracts which are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

Additional benefits include, as applicable:

- Prompt Payment Discounts (PPD)
- Volume Discounts
- Dock Delivery Discounts (DDD)

## Find Bid/Contract/Program Documents

- To find all program-specific documents, including the Program User Guide, DESE's Guidance on Required Safety Supplies for Re-Opening Schools, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for DESE K-12 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for DESE K-12 Health Safety Supply/PPE Program visit [PO-21-1080-OSD03-SRC02-19681](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

### Eligible Entities

All school districts under DESE's authority including charter schools, special education schools, and private schools are eligible users of this program. In addition, eligible entities include the Commonwealth standard list of Eligible Entities as defined on our [Who Can Use Statewide Contracts](#) webpage.

## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this program:

- Purchases made through this program will be direct, outright purchases.

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## Pricing Options

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the program represent “ceiling” or “not-to-exceed” pricing and may be further negotiated.

## Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found in the individual vendor MBPOs.

## Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the OSD Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@mass.gov](mailto:COMMBUYS@mass.gov).


When contacting a vendor on statewide contract, always reference DESE K-12 Health Safety Supply/PPE Program to receive contract pricing.

## Quick Search in COMMBUYS

Log into COMMBUYS and use the Search box on the COMMBUYS header bar to locate DESE K-12 contracts and the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

## How To Purchase From The Program

- **Select items from a PunchOut catalog and purchase through COMMBUYS**

PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor’s e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right hand corner [  ] and choose the G2B PunchOut option). Once a vendor is selected in COMMBUYS, you are taken to the vendor’s e-commerce site. After shopping is complete on the vendor’s e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select either:

- The *Quick Reference Guide (QRG)* section and choose the *QRG – Buyer PunchOut Ordering* job aid
- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a G2B PunchOut* job aid.

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

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If required, buyers should consult their institutional procurement guidelines for requirements related to the number of received quotes and allowed timeframe for quote response.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Program. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include “DESE K-12 Health Safety Supply/ PPE RFQ” when entering information in the Description field.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

## Obtaining Quotes

Program users should always reference ‘DESE K-12 Health Safety Supply/ PPE’ when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

## Product Trials, Pilots, and Demonstrations

Buyers to check with vendors before placing an order in case product demonstrations are needed.

## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

The following MA numbers must be used for purchases under this program:

Vendor	MMARS MA#
<b>Aramark Uniform Services</b>	CLT08*
<b>CAM Office Services</b>	OFF47*
<b>Christine Miller dba Oceans Promotions</b>	OFF44*

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<b>Cintas Corporation</b>	FAC111*
<b>Creative Touch Designs, LLC</b>	CLT08*
<b>Fastenal</b>	FAC101*
<b>Fisher</b>	HPS41*
<b>Flagship Press</b>	OFF44*
<b>Go Green Solutions Inc.</b>	FAC87*
<b>Grainger</b>	FAC101*
<b>Lane Printing &amp; Advertising</b>	CLT08*
<b>Likarr Maintenance Systems</b>	FAC85*
<b>Mansfield Paper Co.</b>	GRO35*
<b>McKesson Medical-Surgical Minnesota Supply Inc</b>	HSP40*
<b>MG Products, LLC</b>	CLT08*
<b>Milhench Supply Company</b>	GRO35*
<b>MSC Industrial Supply</b>	FAC101*
<b>Next-Gen Supply Group</b>	FAC85*
<b>Noble</b>	FAC101*
<b>Proforma Eagle Print &amp; Promotion</b>	CLT08*
<b>Razz-m-Tazz Promotions, LLC</b>	CLT08*
<b>Safeware</b>	HLS06*
<b>Standard Modern Co., Inc.</b>	OFF44*
<b>Staples</b>	OFF47*
<b>Sterling Business Products, Inc.</b>	OFF44*
<b>Tools Unlimited Inc</b>	FAC105*
<b>W.B. Mason</b>	FAC85*
<b>Westnet</b>	HSP40*
<b>Wilkem Scientific</b>	HSP41*

## Environmentally Preferable Products (EPP)

State buyers are reminded that [Environmentally Preferable Products \(EPP\) Procurement Program](#) requirements for the use of environmentally preferable disinfectants, and some cleaning supplies, has been waived due to the availability of the products impacted by the demand caused by COVID-19. As the EPP supply replenishes, buyers are reminded that these disinfectants and other third-party certified products remain recommended for use and are selected for public health and environmental standards. For additional guidance, visit the Toxics Use Reduction Institute's [COVID-19: Safely Clean & Disinfect](#) webpage.

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## Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## Shipping/Delivery/Returns

No freight charges on catalog item orders, 24-48-hour delivery on stock items. Entities also have the option to pick up orders at a vendors' branch location throughout the Commonwealth if applicable.

## Returned Goods Policy

The Bidder's returned goods policy must allow for the return of unused products normally stocked by the Contractor, within 90 days of delivery, free of charge including transportation back to the Contractor's facility, in cases when:

- The wrong item was ordered
- Product that was not ordered was delivered
- Unopened product is being returned in the same condition as received for any reason
- Product performance, appearance or other attributes do not meet the Eligible Entity's requirements

## Additional Information/FAQs

The [OSD Help Desk](#) is available to answer questions, help buyers access the SWC vendor list, and advise them on where to find specific products. In addition, Jonna Willis, DESE Procurement Director, is available to support districts with questions. She may be contacted via email at [Jonna.T.Willis@mass.gov](mailto:Jonna.T.Willis@mass.gov).

## Geographical Service Area

Program vendors serve all districts of the Commonwealth.

## Product Specifications, including Environmental Standards and Requirements

Please refer to the DESE Guidance on Required Safety Supplies for Re-Opening Schools found under the Program documents in the Solicitation-enabled MBPO, also accessible here <https://boston.cbslocal.com/wp-content/uploads/sites/3859903/2020/06/Guidance-on-Required-Safety-Supplies-for-Re-Opening-Schools.pdf>.

## Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date

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of payment “issue” is the date a payment is considered “paid” not the date a payment is “received” by a Contractor.

- **Volume Discounts:** Additional discount is negotiated or provided to buyer if a larger volume of product is purchased.
- **Dock Delivery Discount:** Discount is provided if product is delivered directly to the loading dock.

### Items available on other Statewide Contracts

The below items which may be of interest to K-12 buyers are available on the listed Statewide Contract.

- **Plexiglass dividers/partitions** are available from the below vendors on Statewide contracts OFF38 - Office, School and Library Furniture, Accessories & Services and HLS06 - Homeland Security, Public Safety, and Traffic Safety Supplies:
  - Affordable Interiors Systems (OFF38)
  - Creative Office Pavilion (OFF38)
  - Donnegan Systems (OFF38)
  - Environments at Work (OFF38)
  - Humanscale (OFF38)
  - Interior Resources (OFF38)
  - Red Thread Spaces (OFF38)
  - Staples (OFF38)
  - W.B. Mason (OFF38)
  - Workplace Resource (SDO certified MBE) (OFF38)
  - Safeware, Inc. (HLS06)

#### **Additional Options**

HLS06 vendors sell dividers, but not installation services. Plexiglass and other barrier materials may be purchased through OSD’s various MRO contracts (FAC100, FAC101, FAC105). Barrier installations may be obtained through TRD01 – General Contracting.

- **Air Purifiers** are offered on the following Statewide contracts:
  - FAC85 – Environmentally Preferable Cleaning Products, Program, Equipment, and Supplies
  - FAC101 – Facilities Maintenance, Repair & Operations (MRO) Commercial Grade Products and Supplies
  - FAC105 – Maintenance Repair and Operations Industrial and Building Retail Products
  - HLS06 – Homeland Security, Public Safety, and Traffic Safety Supplies
  - HSP41 – Laboratory Supplies and Equipment
- **HEPA Filters** are offered on the following Statewide contracts:
  - FAC100 – Building Maintenance Repair and Operations
  - FAC101 – Facilities Maintenance, Repair & Operations (MRO) Commercial Grade Products and Supplies
  - FAC105 – Maintenance Repair and Operations Industrial and Building Retail Products

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- **Tents** are offered on the following Statewide contract:
  - HLS06 - Homeland Security, Public Safety, and Traffic Safety Supplies
- **Cleaning products** are offered on the following Statewide contract:
  - FAC85 – Environmentally Preferable Cleaning Products, Program, Equipment, and Supplies
- **Cleaning Services** are offered on the following Statewide contract:
  - FAC81 – Janitorial Services
  - VEH84A - Vehicle Maintenance Management Services (Cleaning services for vehicles)
- **Tradesperson Services** are offered on the following Statewide contracts:
  - TRD01 – Boilers; Drains; Electrical; Fencing; General Contracting; Generator/Turbine; Glass/Window/Doors; HVAC/Sheet Metal; Painting; Plumbing, and Repair Services
  - TRD02 – Asphalt Paving; Carpentry; Excavation; Masonry; Septic Services
  - TRD03 – Elevator; Exhaust Services; Fire Detection; Fire Suppression; Overhead Doors; Signage; Welding Services
  - TRD04 – Tradesperson Installation, Repair, Maintenance Services
- **Professional Services** are offered on the following Statewide contract:
  - PRF63 - Foreign Language Interpretation and Translation Services
- **Non-contact infrared thermometers** are offered on the following Statewide contracts:
  - HSP40 – Medical Commodities
  - HSP41 – Laboratory Supplies and Equipment
- **DESE Facilities and Operations Technical Assistance Services** are offered on the following Statewide contract:
  - PRF61 – Management Consultants, Program Coordinators and Planners Services

Vendors:

  - Arrowstreet Inc.
  - Lavallee Brensinger PLLC DBA Lavallee Brensinger Architects
  - Miller Dyer Spears, Inc
  - Perkins Eastman
  - Studio G Architects, Inc.
  - TBA Architects, Inc.
  - TMP Consulting Engineers, Inc DBA Bala Consulting Engineers

Specifically, the firms will possess the ability to provide:

- Expertise in HVAC system design and maintenance (including internal air quality assessment, commissioning, and recommissioning of systems, etc.)

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- Facilities operations and/or other school-specific operations
- Deep knowledge of applicable occupancy and safety codes
- Cost estimating

In addition, the firms may possess:

- Specific experience with school building planning, design, and operations
- Expertise with district-wide master planning
- Cleaning, sanitation, and disinfection expertise and guidance
- Expertise in drinking water systems, and other building services
- Specific experience related to school cafeteria and/or food service operations
- Expertise in signage and other visual cueing
- Expertise in design for accessibility
- Expertise in people and activity flow, including entry, exit, and emergency evacuation
- Specific experience related to school activity scheduling
- Specific experience related to bus pick-up and drop-off, and route optimization
- Expertise in traffic flow and support of biking and walking
- Expertise in grounds (including playgrounds) and landscape planning and design
- Experience with modular classroom setup and procurement

### **If the Needed Product Can Not be Found**

If a product included in the DESE's Guidance list of required supplies cannot be found in the vendor's catalog, price sheet or PunchOut, it is recommended to contact the vendor directly to inquire about additional information.

## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Vendor's Statewide Contract	Contact Person	Phone #	Email	Discounts (PPD, Other)	MBE MWBE WBE Veteran
**Solicitation enabled (All contract documents)	<a href="#">PO-21-1080-OSD03-SRC02-19681</a>	N/A	N/A	Cameron O'Brien	(617) 720-3125	Cameron.E.O'Brien@mass.gov	N/A	N/A
Aramark Uniform Services	<a href="#">PO-21-1080-OSD03-SRC3-20134</a>	Line-item catalog	CLT08	Diane MacMillan	800-785-2299	macmillan-diane@aramark.com	10 Days - 0.50%	N/A
CAM Office Services	<a href="#">PO-21-1080-OSD03-SRC3-19917</a>	Line-item catalog	OFF47	Kemo Ceesay	781-932-9868	k.ceesay@camoffice.com	PPD: 2%-10 days, 1.5% 15 days, 1% 20 days DDD: 1%	MBE & WBE
Christine Miller dba Oceans Promotions	<a href="#">PO-21-1080-OSD03-SRC3-19899</a>	Line-item catalog	OFF44	Christine Miller	508-340-2939	christine@oceanspromotions.com	PPD: 1.5% 10 days	WBE
Cintas Corporation	<a href="#">PO-21-1080-OSD03-SRC3-19985</a>	Line-item catalog	FAC111	Jeff Sumwalt	631-664-5991	sumwaltj@cintas.com	PPD: 3%-10 Days 2%-15 Days 1%-20 Days	N/A
Creative Touch Designs, LLC	<a href="#">PO-21-1080-OSD03-SRC3-19935</a>	Line-item catalog	CLT08	Marianne Cyr	978-499-4444	mcyr@ctdemb.com	PPD: 10 Days - 3.00% 15 Days - 2.00% 20 Days - 1.00%	WBE
Fastenal	<a href="#">PO-21-1080-OSD03-SRC02-19700</a>	Line-item catalog/Punch out to be soon available	FAC101	Lucas Bartholomew	774-368-4599	LBarthol@Fastenal.com	N/A	N/A

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Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Vendor's Statewide Contract	Contact Person	Phone #	Email	Discounts (PPD, Other)	MBE MWBE WBE Veteran
Fisher	<a href="#">PO-21-1080-OSD03-SRC02-19685</a>	Line-item catalog/Punch out to be soon available	HSP41	Terri Postlethwait	603-438-1763	terri.postlethwait@thermofisher.com	PPD 1%/10	N/A
Flagship Press, Inc	<a href="#">PO-21-1080-OSD03-SRC3-20057</a>	Line-item catalog	OFF44	Herbert Silberstein	978-975-3100	hsilberstein@flagshippress.com	N/A	N/A
Go Green Solutions Inc.	<a href="#">PO-21-1080-OSD03-SRC3-19933</a>	Line-item catalog	FAC87	James Fisher	774-293-1862	Jim3@gogreensolutionsinc.com	PPD: 2% - 10 days 1.5% - 15 days 1% - 20 days	MBE/WBE DBE
Grainger Inc	<a href="#">PO-19-1080-OSD03-OSD03-13825</a>	Yes	FAC101	Joe Marty	800 472 4643	customersupport@grainger.com	N/A	N/A
Lane Printing & Advertising	<a href="#">PO-21-1080-OSD03-SRC3-19986</a>	Line-item catalog	CLT08	Carolyn Lane	(781) 767-4450	mail@laneprint.com	PPD: 2% - 10 Days 1% - 15 Days 0.5% - 20 Days	WBE
Likarr Maintenance Systems	<a href="#">PO-21-1080-OSD03-SRC01-20282</a>	Line-item catalog	FAC85	Marcia Rosenblatt	508-543-2138	mrosenblatt@likarr.com	PPD 3% in 10 days, 1% in 15	N/A
Mansfield Paper Co.	<a href="#">PO-21-1080-OSD03-SRC3-19932</a>	Line-item catalog	GRO35	Scott Parent	413-781-2000	rsp@mansfieldpaper.com	PPD: 1%-10 Days	VBE
McKesson Medical-Surgical Minnesota Supply Inc.	<a href="#">PO-21-1080-OSD03-SRC02-19705</a>	Line-item catalog/Punch out to be soon available	HSP40	Scott Pickens	614-208- 0950	scott.pickens@mckesson.com	PPD 1%/10	N/A
MG Products, LLC	<a href="#">PO-21-1080-OSD03-SRC3-19934</a>	Line-item catalog	CLT08	Leanne Goddu	866-524-8851	leanne@mgproducts.net	PPD: 30 Days - 1%	WBE
MILHENCH SUPPLY COMPANY	<a href="#">PO-21-1080-OSD03-SRC3-19987</a>	Line-item catalog	GRO35	Heike Mihench	(508) 995-8331	heike@milhench.com	PPD: 1% - 15 Days	WBE
MSC Industrial Supply	<a href="#">PO-21-1080-OSD03-SRC02-19701</a>	Line-item catalog/Punch	FAC101	Jeffrey Dini	973-747-9736	Jeffrey.Dini@mscdirect.com	N/A	N/A

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Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Vendor's Statewide Contract	Contact Person	Phone #	Email	Discounts (PPD, Other)	MBE MWBE WBE Veteran
		out to be soon available						
Next-Gen Supply Group (Formerly M.D. Stetson)	<a href="#">PO-21-1080-OSD03-SRC3-20017</a>	Line-item catalog	FAC85	Mike Glass	800-255-8651	mike.glass@nextgensupply.com	PPD: 1% - 10 Days 0.75% - 15 Days 0.5% - 20 Days 0.25% - 30 Days	WBE
Noble Supply & Logistics	<a href="#">PO-19-1080-OSD03-SRC3-15797</a>	Yes	FAC101	Cassia Proude	877-999-1911	Cproude@noble.com	N/A	N/A
Proforma Eagle Print & Promotion	<a href="#">PO-21-1080-OSD03-SRC3-19988</a>	Line-item catalog	CLT08	Jack Foley	(781) 545-5356	jackm.foley@proforma.com	PPD: 1% - 10 days	N/A
Razz-m-Tazz Promotions, LLC	<a href="#">PO-21-1080-OSD03-SRC3-19931</a>	Line-item catalog	CLT08	Gail Sabettini	978-874-0502	gail@razz-m-tazz.com	PPD: 10 Days - 1%	WBE
Safeware Inc	<a href="#">PO-19-1080-OSD03-SRC3-14635</a>	Yes	HLS06	Sue Roy	203-800-6298	sue.roy@safewareinc.com	N/A	N/A
Standard Modern Co., Inc.	<a href="#">PO-21-1080-OSD03-SRC3-19984</a>	Line-item catalog/Punch out to be soon available	OFF44	Julianne Smith	800-742-4123 x 300	jsmith@standardmodern.com	PPD: 4% 10 days 3% 15 days 2% 20 days 1% 30 days	WBE
Staples	<a href="#">PO-19-1080-OSD03-SRC3-15982</a>	Line-item catalog/Punch out to be soon available	OFF47	Cara Beardsworth	781.248.9077	Cara.Beardsworth@staples.com	PPD: 5% 30 days DDD: 5% VPD: +\$3000 -2%	N/A
Sterling Business Products, Inc.	<a href="#">PO-21-1080-OSD03-SRC3-19901</a>	Line-item catalog	OFF44	Ricky Malrani	781-481-1234	ricky@sterlingprinting.com	PPD: 1% 30 days	MBE
Tools Unlimited Inc	<a href="#">PO-21-1080-OSD03-SRC3-19921</a>	Line-item catalog	FAC105	Stephen Pires	781-341-1188	info@toolsunlimitedinc.net	N/A	WBE
W.B. Mason	<a href="#">PO-21-1080-OSD03-SRC3-19900</a>	Line-item catalog	FAC85	Gregg Manning	508-846-1490	Gregg.Manning@wbmason.com	PPD: 2% 10 days 1% in 30 days	N/A
Westnet	<a href="#">PO-21-1080-OSD03-SRC02-19692</a>	Line-item catalog	HSP40	Tina McLean	781-828-7772	Tina@westnetmed.com	PPD 1%/10	MBE

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OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Vendor's Statewide Contract	Contact Person	Phone #	Email	Discounts (PPD, Other)	MBE MWBE WBE Veteran
Wilkem Scientific	<a href="#">PO-16-1080-OSD03-SRC3-00000006490</a>	Yes	HSP41	Jim Wilkie Sr	401-723-1840	jim@wilkem.com	PPD: 10 Days – 2%	WBE

\* Note that COMMBUYS is the official system of record for vendor contact information.

\*\*Solicitation – enabled MBPO is the central repository for all common contract files. [Price files may be found in the individual vendor's MBPO.]

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